

### Withdrawal/Refund Policy for Off-Campus Courses

Students may withdraw without academic penalty prior to completion of no more than two-thirds of the course. In order to withdraw, students must inform the Professional Development Office **IN WRITING**.

**Withdrawal requests may be faxed to (414) 223-0109 or mailed to:**

Cardinal Stritch University,  
Professional Development BOX 509  
6801 N Yates Rd  
Milwaukee, WI 53217-9985

An official withdrawal (for students who follow the above procedure) is indicated on a transcript as a "W".

If a student merely stops attending the course without proper notification to the Professional Development office, he/she will receive an unofficial withdrawal ("WU") if they have not yet turned in any work for grading. However, if the student has turned in work for grading and then stops attending without proper notification, they will receive whatever grade is earned at that time.

**Refund Calculations** (Please note, no refunds are processed unless students officially withdraw from a course **IN WRITING**.)

Refunds for non-traditional courses will be given on the following schedule based on the number of times the class is scheduled to meet:

#### Conferences

Due to the condensed time allotted for conference offerings students are not allowed to withdraw. Students who turn in a registration form for a conference must fulfill the requirements necessary to complete the course. If the requirements are not completed a grade of "F" will be assigned.

#### 2-3 class sessions

50% refund: Withdrawal request received after 1<sup>st</sup> class  
No refund after the second class

#### 4 class sessions

70% refund: Withdrawal request received after 1<sup>st</sup> class  
25% refund: Withdrawal request received after 2<sup>nd</sup> class  
No refund after third class

#### 5 class sessions

70% refund: Withdrawal request received after 1<sup>st</sup> class  
50% refund: Withdrawal request received after 2<sup>nd</sup> class  
No refund after third class

6 or 7 class sessions

70% refund: Withdrawal request received after 1<sup>st</sup> class

50% refund: Withdrawal request received after 2<sup>nd</sup> class

25% refund: Withdrawal request received after 3<sup>rd</sup> class

No refund after fourth class

8, 9, 10 class sessions

90% refund: Withdrawal request received after 1<sup>st</sup> class

70% refund: Withdrawal request received after 2<sup>nd</sup> class

50% refund: Withdrawal request received after 3<sup>rd</sup> class

No refund after fourth class

11, 12, 13, 14, or 15 class sessions

90% refund: Withdrawal request received after 1<sup>st</sup> class

70% refund: Withdrawal request received after 2<sup>nd</sup> class

50% refund: Withdrawal request received after 3<sup>rd</sup> class

25% refund: Withdrawal request received after 4<sup>th</sup> class

No refund after fifth class

**If a WRITTEN request is not received by the Professional Development Department, the student will be responsible for all payments regardless of completing the course.**